ATTACHMENT N

Wage Determination

July 14, 2015

RFP NNG16551793R

CONTRACT TBD

WD 05-2104 (Rev.-18) was first posted on www.wdol.gov on 07/14/2015

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Daniel W. Simms Director Division of Wage Determinations

Wage Determination No.: 2005-2104 Revision No.: 18

Date Of Revision: 07/08/2015

Note: Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

RATE
15.08
16.92
22.30
31.41
21.84
14.38
15.69
17.87
14.21
14.21
14.88
16.24
18.74
25.29
13.62
15.12
16.50
18.15
20.32
22.65
22.03
14.43
16.55
18.07
18.07
20.18
25.29
16.98
28.55

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01420 - Survey Worker 01531 - Travel Clerk I 01532 - Travel Clerk II	20.03 13.29 14.36
01533 - Travel Clerk III	15.49
01611 - Word Processor I 01612 - Word Processor II	15.63 17.67
01613 - Word Processor III	19.95
05000 - Automotive Service Occupations 05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer 05070 - Automotive Worker	22.15 22.15
05110 - Mobile Equipment Servicer	19.04
05130 – Motor Equipment Metal Mechanic 05160 – Motor Equipment Metal Worker	24.78 22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper 05250 - Motor Vehicle Upholstery Worker	18.49 21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive 05340 - Radiator Repair Specialist	23.51 22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist 07000 - Food Preparation And Service Occupations	24.78
07010 - Baker	13.85
07041 - Cook I 07042 - Cook II	12.55 14.60
07070 - Dishwasher	10.11
07130 - Food Servi ce Worker 07210 - Meat Cutter	$\begin{array}{c} 10.66 \\ 18.08 \end{array}$
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations 09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher 09090 - Furniture Refinisher Helper	20.23 15.52
C3110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer 11000 - General Services And Support Occupations	19.86
11030 - Cleaner, Vehicles	10.54 10.54
11060 – Elevator Operator 11090 – Gardener	17.52
11122 - Housekeeping Aide	$11.83 \\ 11.83$
11150 - Janitor 11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman 11260 - Pruner	11.26 11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker 11360 - Window Cleaner	13.07 12.85
12000 - Health Occupations	12.63
12010 - Ambulance Driver 12011 - Breath Alcohol Technician	20.41 20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant 12020 - Dental Assistant	21.43 17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician 12035 - Electroneurodiagnostic Technologist	27.67 27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I 12072 - Licensed Practical Nurse II	19.07 21.35
12073 - Licensed Practical Nurse III	24.13
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12100 - Medical Assistant 12130 - Medical Laboratory Technician		15.01
12160 - Medical Record Clerk		18.04 17.42
12190 - Medical Record Technician		19.50
12195 - Medical Transcriptionist		18.77
12210 - Nuclear Medicine Technologist		37.60
12221 - Nursing Assistant I		10.80
12222 - Nursing Assistant II		12.14
12223 - Nursing Assistant III		13.98
12224 - Nursing Assistant IV 12235 - Optical Dispenser		15.69 20.17
12236 - Optical Technician		15.80
12250 - Pharmacy Technician		18.12
12280 - Phlebotomist		15.69
12305 - Radiologic Technologist		31.11
12311 - Registered Nurse I		27.64
12312 - Registered Nurse II		33.44
12313 - Registered Nurse II, Specialist		33.44
12314 - Registered Nurse III 12315 - Registered Nurse III, Anesthetist		40.13 40.13
12316 - Registered Nurse IV		48.10
12317 - Scheduler (Drug and Alcohol Testing)		21.73
13000 - Information And Arts Occupations		21173
13011 - Exhibits Specialist I		19.86
13012 - Exhibits Specialist II		24.61
13013 - Exhibits Specialist III		30.09
13041 - Illustrator I		20.48
13042 - Illustrator II		25.38
13043 - Illustrator III 13047 - Librarian		31.03
13050 - Library Aide/Clerk		33.88 14.21
13054 - Library Information Technology Systems		30.60
Administrator		30.00
13058 - Library Technician		19.89
13061 - Media Specialist I		18.73
13062 - Media Specialist II		20.95
13063 - Media Specialist III		23.36
13071 - Photographer I 13072 - Photographer II		16.65
13073 - Photographer III		18.90 23.67
13074 - Photographer IV		28.65
13075 - Photographer V		33.76
13110 - Video Teleconference Technician		20.39
14000 - Information Technology Occupations		
14041 - Computer Operator I		18.92
14042 - Computer Operator II		21.18
14043 - Computer Operator III		23.60
14044 – Computer Operator IV 14045 – Computer Operator V		26.22 29.05
14071 - Computer Programmer I	(see 1)	26.36
14072 - Computer Programmer II	(see 1)	20.50
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	10 00
14150 - Peripheral Equipment Óperator 14160 - Personal Computer Support Technician		18.92 26.22
15000 - Instructional Occupations		20.22
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)		44.06
15030 - Air Crew Training Devices Instructor (Pilot)		52.81
15050 - Computer Based Training Specialist / Instructo	r	36.47
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15060 - Educational Technologist 15070 - Flight Instructor (Pilot) 15080 - Graphic Artist 15090 - Technical Instructor 15095 - Technical Instructor/Course Developer 15110 - Test Proctor 15120 - Tutor 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	52. 26. 25. 30. 20.	.31 .80 .08 .67 .20
16010 - Assembler 16030 - Counter Attendant 16040 - Dry Cleaner 16070 - Finisher, Flatwork, Machine 16090 - Presser, Hand 16110 - Presser, Machine, Drycleaning 16130 - Presser, Machine, Shirts 16160 - Presser, Machine, Wearing Apparel, Laundry 16190 - Sewing Machine Operator 16220 - Tailor 16250 - Washer, Machine	9. 12. 9. 9. 9. 9. 13.	. 88 . 94 . 88 . 88 . 88 . 88 . 78 . 66 . 88
19000 - Machine Tool Operation And Repair Occupations 19010 - Machine-Tool Operator (Tool Room) 19040 - Tool And Die Maker		.14 .38
21000 - Materials Handling And Packing Occupations 21020 - Forklift Operator 21030 - Material Coordinator 21040 - Material Expediter 21050 - Material Handling Laborer 21071 - Order Filler 21080 - Production Line Worker (Food Processing) 21110 - Shipping Packer 21130 - Shipping/Receiving Clerk 21140 - Store Worker I 21150 - Stock Clerk 21210 - Tools And Parts Attendant 21410 - Warehouse Specialist	22. 22. 13. 15. 18. 15. 11. 16.	.03 .83 .09 .02 .09
23000 - Mechanics And Maintenance And Repair Occupations 23010 - Aerospace Structural Welder 23021 - Aircraft Mechanic II 23022 - Aircraft Mechanic II 23023 - Aircraft Mechanic III 23040 - Aircraft Mechanic Helper 23050 - Aircraft, Painter 23060 - Aircraft Servicer 23080 - Aircraft Worker 23110 - Appliance Mechanic 23120 - Bicycle Repairer 23125 - Cable Splicer 23130 - Carpenter, Maintenance 23140 - Carpet Layer 23160 - Electrician, Maintenance 23181 - Electronics Technician Maintenance II 23182 - Electronics Technician Maintenance III 23183 - Electronics Technician Maintenance III 23260 - Fabric Worker 23290 - Fire Alarm System Mechanic 23310 - Fire Extinguisher Repairer 23311 - Fuel Distribution System Mechanic 23312 - Fuel Distribution System Mechanic 23313 - General Maintenance Worker 23380 - Ground Support Equipment Mechanic 23381 - Ground Support Equipment Servicer 23382 - Ground Support Equipment Servicer 23391 - Gunsmith I	27. 25. 27. 28. 17. 24. 19. 21. 20. 27. 24. 26. 27. 19. 22. 17. 22.	.21 .23 .23 .534 .76 .75 .76 .75 .42 .94 .94 .94 .94 .94 .94 .94 .94 .94 .94

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23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91
23410 - Heating, Ventilation And Air-Conditioning	23.89
Mechanic	
23411 - Heating, Ventilation And Air Contditioning	25.17
Mechanic (Research Facility)	
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic 23465 - Laboratory/Shelter Mechanic	22.59
23470 - Laboratory/Sherter Mechanic	21.75
23510 - Locksmith	14.98
23530 - Machinery Maintenance Mechanic	21.90 23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance 23910 - Small Engine Mechanic	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance 23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	22.91 17.62
24000 - Personal Needs Occupations	17.02
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services	16.90
Coordinator	
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	20 57
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector 27008 - Corrections Officer	12.71 22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63
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28043 - Carnival Equpment Worker			9.24
28210 - Gate Attendant/Gate Tender			13.01
28310 - Lifeguard			11.59
28350 - Park Attendant (Aide) 28510 - Recreation Aide/Health Facility Attendant			14.56 10.62
28515 - Recreation Specialist			18.04
28630 - Sports Official			11.59
28690 - Swimming Pool Operator			18.21
29000 - Stevedoring/Longshoremen Occupational Services			
29010 - Blocker And Bracer			23.13
29020 - Hatch Tender			23.13
29030 - Line Handler			23.13
29041 - Stevedore I			21.31
29042 - Stevedore II			24.24
30000 - Technical Occupations 30010 - Air Traffic Control Specialist, Center (HFO)	(see	2)	39.92
30010 - Air Traffic Control Specialist, Station (HFO)	(see		26.84
30012 - Air Traffic Control Specialist, Terminal (HFO)			29.56
30021 - Archeological Technician I	(_,	20.19
30022 - Archeological Technician II			22.60
30023 - Archeological Technician III			27.98
30030 - Cartographic Technician			27.98
30040 - Civil Engineering Technician			26.41
30061 - Drafter/CAD Operator I			20.19
30062 - Drafter/CAD Operator II			22.60
30063 - Drafter/CAD Operator III 30064 - Drafter/CAD Operator IV			25.19 31.00
30081 - Engineering Technician I			22.92
30082 - Engineering Technician II			25.72
30083 - Engineering Technician III			28.79
30084 - Engineering Technician IV			35.64
30085 - Engineering Technician V			43.61
30086 - Engineering Technician VI			52.76
30090 - Environmental Technician			27.41
30210 - Laboratory Technician 30240 - Mathematical Technician			23.38 28.94
30361 - Paralegal/Legal Assistant I			21.36
30362 - Paralegal/Legal Assistant II			26.47
30363 - Paralegal/Legal Assistant III			32.36
30364 - Paralegal/Legal Assistant IV			39.16
30390 – Photo-Optics Technician			27.98
30461 - Technical Writer I			21.93
30462 - Technical Writer II			26.84
30463 - Technical Writer III			32.47
30491 - Unexploded Ordnance (UXO) Technician I 30492 - Unexploded Ordnance (UXO) Technician II			24.74 29.93
30493 - Unexploded Ordnance (UXO) Technician III			35.88
30494 - Unexploded (UXO) Safety Escort			24.74
30495 - Unexploded (UXO) Sweep Personnel			24.74
30620 - Weather Observer, Combined Upper Air Or	(see	2)	25.19
Surface Programs	_	_	
30621 - Weather Observer, Senior	(see	2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupat	tions		44 33
31020 - Bus Aide			14.32
31030 - Bus Driver			20.85 13.98
31043 - Driver Courier 31260 - Parking and Lot Attendant			10.07
31290 - Farking and Lot Attendant			15.66
31310 - Taxi Driver			13.98
31361 - Truckdriver, Light			15.66
31362 - Truckdriver, Medium			17.90
31363 - Truckdriver, Heavy			19.18
31364 - Truckdriver, Tractor-Trailer			19.18
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99000 - M	iscellaneous Occupations	
99030 -	Cashier	10.03
	Desk Clerk	11.58
99095 -	Embalmer	23.05
99251 -	Laboratory Animal Caretaker I	11.30
99252 -	Laboratory Animal Caretaker II	12.35
99310 -	Mortician	31.73
	Pest Controller	17.69
99510 -	Photofinishing Worker	13.20
99710 -	Recycling Laborer	18.50
99711 -	Recycling_Specialist	22.71
	Refuse Collector	16.40
	Sales_Clerk	12.09
99820 -	School Crossing Guard	13.43
99830 -	Survey Party Chief	21.94
99831 =	Surveying Aide	13.63
99832 -	Surveying Technician	20.85
99840 -	Vending Machine Attendant	14.43
99841 -	Vending Machine Repairer	18.73
99842 -	Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

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HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$4.27 per hour computed on the basis of all hours worked by service employees employed on the contract.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate,

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then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional

specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations

involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual

cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol. gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be naid the monetary wages and furnished the conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} when multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process

the request.

- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.